

STATE CONTROLLER'S OFFICE  
PERSONNEL AND PAYROLL SERVICES DIVISION  
P.O. BOX 942850  
SACRAMENTO, CA 94250-5878

DATE: September 24, 2019

PAYROLL LETTER #19-018  
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Marissa Revelino, Chief  
Personnel and Payroll Services Division

**RE: UNIVERSAL ADMINISTRATIVE FEE RATE CHANGE**

The California Department of Human Resources (CalHR) has announced that the monthly Universal Administrative Fee will increase from \$1.69 to \$2.19 per pay period per employee, effective September 1, 2019 (September 2019 pay period). The Universal Administrative Fee is identified in the payroll system as Deduction Code/Organization Code 356-002.

For additional information regarding the Universal Administrative Fee increase, please reference [CalHR's Human Resources Manual Section 1426](#). If you have any questions concerning this letter, please contact the Deduction Coordinators at (916) 322-7968 or via email at [deductionsprogram@sco.ca.gov](mailto:deductionsprogram@sco.ca.gov).

MR:AFB:SACS